

DEPARTMENT OF THE ARMY
79th Ordnance Battalion (EOD)
52d Ordnance Group (EOD)
Fort Sam Houston, Texas 78234-5000

AFOD-B (623)

11 July 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Non-Commissioned Officer Evaluations Report
Processing, LOI 623-205

1. REFERENCES: AR 623-205, 31 March 92, Subject: Personnel Evaluations

2. PURPOSE: To establish a uniform system for the timely submission and processing of NCOERs when required, and is applicable to all personnel assigned or attached for duty to 79th Ordnance Battalion and its subordinate units.

3. RESPONSIBILITIES:

a. Commanders will ensure every authorized soldier receives his/her evaluation prior to outprocessing the unit. Departing soldiers will also complete an evaluation on all soldiers that they rate, if required. When a soldier changes duty position the battalion will be notified and an evaluation will be submitted on that soldier.

b. The rater will submit a draft copy of the NCOER to arrive at Battalion S1 for review by the CSM NLT the 25th day of the ending month. The original (if it requires processing thru battalion) will arrive at battalion NLT the 3rd day after the ending month ready for signature.

c. The draft copy for soldiers departing the unit will be submitted 20 days prior to outprocessing for the CSMs review. The original (if it requires processing thru battalion) will arrive at battalion NLT 7 days prior to the soldier outprocessing.

d. Once a report is turned into the servicing PSB the unit must notify Battalion within 5 working days.

4. REPORTS REQUIRED: NONE

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5. REQUIREMENTS:

a. Prepare DA Form 2166-7 IAW AR 623-205 and this LOI. Drafts will be reviewed by the CSM prior to submission to the servicing Personnel Service Center (PSC).

b. Rater and Senior Rater comments and ratings are to be filled in prior to CSM's review. When an evaluation is senior rated by a battalion staff member, the report should be emailed or a phone call made to receive the senior rater comments.

c. When preparing the DA Form 2166-7, pay close attention to ensure you put a return after each bullet comment. Daily duties and scope must be a series of phrases, starting with action words and separated by semicolons. Additional duties will be given visibility in the daily duties narrative.

d. Authorized abbreviations may be used; however, acronyms should be avoided. Use the "first use" rule.

e. Narrative gimmicks are prohibited. The following techniques will not be used:

1. Handwritten comments
2. More than two lines per bullet
3. Single spacing between bullets
4. Excessive use of capital letters
5. Underlining
6. Italics and similar techniques
7. Exaggerated margins

f. A report will not be accepted for processing when separated, taped or stapled; it must remain intact and printed head to toe.

g. Rating schemes are to be published and updated as required (PCS, ETS, COR, etc). Submit changes to Battalion S1 as well as posting current copy on unit bulletin board.

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6. Efficient and Effective!

PATRICK J. KELLY
LTC, OD
Commanding

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